

City of Chattanooga, TN
Personnel Class Specification

Class code 0655

FLSA: Non-Exempt

CLASSIFICATION TITLE: PRETREATMENT INSPECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work functions associated with conducting pretreatment inspections of industries with wastewater discharge permits to ensure pretreatment compliance with federal, state, and local directives.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Implements all aspects of the industrial waste pretreatment inspection program as required by the Environmental Protection Agency's general pretreatment regulations and State of Tennessee directives.

Conducts pretreatment inspections of industries with wastewater discharge permits to ensure pretreatment compliance with all applicable federal, state, and local codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Conducts field inspections of manufacturing facilities; inspects chemical storage areas, hazardous waste generation areas, and spill prevention/control procedures; reviews/inspects discharge monitoring reports, charts, and analytical data to ensure accuracy or to identify falsification.

Inspects industrial facilities for proper operation and reliability based on data collected.

Inspects and observes self-monitoring sampling procedures conducted by industries.

Inspects industrial laboratories to ensure compliance and adherence to proper procedures.

Evaluates the performance of different types of pretreatment processes.

Investigates reports of spills, unknown discharges, and illegal/unauthorized dumpers.

Advises industrial dischargers on procedures for improving operations.

Conducts follow-up inspection visits to very completion of any required work.

Prepares violation notices and related documentation; reports violations to appropriate agencies.

Tracks violations and compliance status of permit holders.

Initiates enforcement action for noncompliance.

Assists in developing inspection procedures to provide a record on production and treatment facilities.

Assists in coordinating department work activities with those of other departments, outside agencies, or other as needed.

Assists state agencies with special investigations as needed.

Performs various manual tasks, which may include locating buried manholes, lifting manhole covers, testing for gas/oxygen levels, collecting samples, testing samples, and performing minor equipment repairs.

Operates a variety of machinery, equipment, and tools associated with department activities, which may include a utility vehicle, water craft, trailer, sampler, flow meter, pH meter, metal detector, gas detector, oxygen detector, self contained breathing apparatus, pick, shovel, and mechanic tools.

Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; analyzes data and identifies trends; prepares or generates reports; maintains records.

Generates manual and/or computerized reports; submits reports to appropriate individuals or agencies; forwards or retains reports as appropriate.

Prepares or completes various forms, reports, correspondence, notices, or other documents.

Receives various forms, reports, correspondence, laboratory reports, meter readings, charts, manuals, regulations, engineering drawings, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, or other software programs.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, consultants, engineers, company owners/managers, regulatory agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Collects samples when needed.

Copies and distributes forms, reports, correspondence, and other related materials.

Initiates/receives facsimile transmission of documents.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in chemistry, mathematics, and computer operations; supplemented by three (3) to five (5) years previous experience and/or training that includes water/wastewater sampling, conducting industrial pretreatment monitoring, and investigating spills or unknown discharges; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.